



DIVISION OF DEVELOPMENTAL DISABILITIES
Olympia, Washington

TITLE: DAY PROGRAM PROVIDER QUALIFICATIONS POLICY 6.13

Authority: RCW 71A.12

PURPOSE

This policy establishes qualifications for providers of employment/day programs.

SCOPE

This policy applies to all providers of employment/day program services contracted with the Division of Developmental Disabilities (DDD) or through counties as subcontractors under the state/county contract.

POLICY

- A. All providers shall meet the following qualifications:
1. Agencies shall demonstrate experience or knowledge in providing services to individuals with developmental disabilities;
 2. Agencies shall have a history of working with community-based employers and/or other community entities;
 3. Agencies shall demonstrate a method for providing services/jobs based on individual choice and interest;
 4. Agencies shall demonstrate an understanding of and commitment to integration of individuals with developmental disabilities with people who are not disabled;
 5. Agencies shall have experience in working cooperatively with other organizations such as the Division of Vocational Rehabilitation (DVR), schools, and other community entities;

6. Agencies shall have the administrative capabilities necessary to safeguard public funds. The provider shall maintain books, records, documents and other materials relevant to the provision of goods and services;
7. The agency management system shall provide for systematic accumulation, filing and retention of timely reports for department and/or federal audits;
8. The agency shall ensure that staff are 18 years of age or older and have experience or received training in the following areas:
 - a. Positive Behavior Support; and
 - b. Health and welfare; and
9. Staff of agencies shall have experience or training to provide training and support to clients in the program area(s) identified in the client's Individual Service Plan (ISP) or Plan of Care (POC), as appropriate. Examples of such training include: task/job analysis, follow-along support, co-worker support, job modification, restructuring, functional analysis, and use of adaptive equipment.

EXCEPTIONS

No exceptions to this policy may be granted without the prior written approval of the Division Director.

SUPERSESSION

DDD Policy 6.13
Issued January 10, 1994

Approved: /s/ Linda Rolfe
Director, Division of Developmental Disabilities

Date: May 23, 2004